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Approved For Release 2003/01/28 : CIA-RDP61-00763A000200020204-5

DPD-4502-59

30 June 1959

MEMORANDUM FOR: Assistant to the Deputy Director (Plans)
THROUGH : Acting Chief, DPD
SUBJECT : Request for Approval of Annual Leave in Excess
of 30 Days

1. We request your approval to permit [redacted]
to take annual leave for the period 24 August through 16 October
1959.

25X1A

2. In January 1959 [redacted] requested sufficient leave to
permit her to take a trip to Europe late this summer. At that
time she thought that 30 days leave would cover her proposed trip.
Her request was approved and she proceeded to make necessary plans.

25X1A

25X1A 3. [redacted] has now completed the arrangements for her trip
and her itinerary calls for her to be gone from 24 August through
16 October, a total of 40 days. She has more than ample leave
accumulated to cover this period as she has a leave balance of 469
hours as of 12 June 1959.

25X1A 4. [redacted] has been planning this trip for long time
and has been accumulating her leave to make it possible. She
purposely scheduled her trip late in the year in order to ease the
impact of her extended absence.

5. Your favorable action is requested.

SIGNED

JAMES A. CUNNINGHAM, JR.
Chief, Administrative Branch
DPD-DD/P

CONCUR:

SIGNED

WILLIAM BURKE, Colonel, USAF
Acting Chief, DPD-DD/P

25X1A

JAC, Jr: [redacted] jba Distribution:
30 June 1959 O & 1-Addressee 1-T&A file

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